

INFORMATION AND INSTRUCTIONS

GENERAL INFORMATION: To apply for tutorial assistance read these instructions and complete the form in full. If you need assistance, contact your local VA office. If you are not in the local dialing area of a VA office, call VA toll-free on 1-800-827-1000. If you are hearing impaired, call VA toll-free on 1-800-829-4833. You can also reach us on the World Wide Web. The address is: <http://www.va.gov/education>. To obtain information on other forms of assistance contact the financial aid office at your school.

ELIGIBILITY: If you are eligible for education benefits and you need help in a subject, you can get supplemental payments for tutorial assistance. The subject must be necessary for the completion of your approved program. You must be training at one-half time or more in a post-secondary program at an educational institution. You can get tutorial assistance for a course you are passing if your grade will not be credited toward completion of your program.

CLAIMS FOR TUTORIAL ASSISTANCE: After you have received tutorial assistance, complete your part of this application. Then give it to your tutor and the Certifying Official at your school to complete their parts.

1. You should complete Items 1 through 12, and sign and date the application in Items 13A and 13B. In Item 10, show the individual unit subject or subjects (e.g., Math 101) for which you needed tutoring. In Item 12, show the month and year of each session, the exact day of the month for each session, the number of hours of instruction for the month being claimed, the charge per hour and the total charges for the month.

2. The tutor must sign and date the application in Items 14A and 14B. The tutor will verify the information you provided on the application, including the charges for each tutorial session. The tutor will also certify that he or she is the person who gave you individualized tutoring, and is not closely related to you (i.e., spouse, parent, brother, sister or child).

3. The Certifying Official at your school must complete Items 15 and 16 and sign and date the application in Items 17A and 17B. The school official will certify the following: the tutorial assistance was necessary for the pursuit of your program; the tutor is qualified; and the charges for your tutoring do not exceed the regular tutoring charges for other students.

4. Send the completed application to the Regional Processing Office with jurisdiction over your claim. The office in the region of your school, rather than your home, handles your application. Here are the addresses of the four Regional Processing Offices. We are also showing the codes for the states under the jurisdiction of each office.

EASTERN REGION
VA Regional Office
PO Box 4616
Buffalo, NY 14240-4616

CT NY
DE OH
DC PA
ME RI
MD VT
MA VA
NH WV
NJ FOREIGN
SCHOOLS

CENTRAL REGION
VA Regional Office
PO Box 66830
St. Louis, MO 63166-6830

CO MO
IA MT
IL NE
IN ND
KS SD
KY WI
MI WY
MN

WESTERN REGION
VA Regional Office
PO Box 8888
Muskogee, OK 74402-8888

AK NV
AZ OK
CA OR
HI TX
ID UT
NM WA
Philippines

SOUTHERN REGION
VA Regional Office
PO Box 54346
Atlanta, GA 30308-0346

AL MS
AR NC
FL PR
GA SC
LA TN

5. Send in your application as soon as possible after your tutoring is complete. VA will not pay assistance for any tutoring received more than one year before the date of receipt of your claim.

PAYMENTS: VA will pay up to \$100 per month for your tutorial assistance. The tutorial assistance you get will be in addition to your regular monthly education benefits for going to school.

ENTITLEMENT: The limit for tutorial assistance is 12 times the maximum monthly rate of \$100 (i.e., \$1,200).

1. If you are training under 38 U.S.C. Chapter 30 or 32, or under 10 U.S.C. Chapter 1606, VA will not charge entitlement for your first \$600 of tutorial assistance. For tutorial assistance over \$600, VA will charge one month of entitlement whenever you receive an amount equal to the full time monthly rate you get for going to school.

2. If you are training under 38 U.S.C. Chapter 35, VA will not charge you any entitlement when you get tutorial assistance.

PRIVACY ACT INFORMATION: No payments may be authorized to a student for tutorial assistance unless this form is completed and submitted to VA as required by law (38 U.S.C. 3019, 3234, 3492, and 3533 and 10 U.S.C. 2131). The information submitted on this form will be used to determine your eligibility to receive payments and to compute the amount to be paid. The responses you submit are considered confidential (38 U.S.C. 5701), and may be disclosed outside VA only if the disclosure is authorized under the Privacy Act, including the routine uses identified in the VA system of records, 58VA21/22, Compensation, Pension, Education and Rehabilitation.

RESPONDENT BURDEN: VA may not conduct or sponsor, and respondent is not required to respond to this collection of information unless it displays a valid OMB Control Number. Public reporting burden for this collection of information is estimated to average 30 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. If you have comments regarding this burden estimate or any other aspect of this collection of information, call 1-800-827-1000 for mailing information on where to send your comments.